



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519
(508) 839-5335 ext. 180 • FAX (508) 839-4602
www.grafton-ma.gov

GRAFTON COMMON
Application for the Use of Facilities

- Applicant is responsible for following the “Grafton Common Use of Facilities Rules and Fee Schedule”.
- Certain events will require additional approval by the Office of the Town Administrator.
- Please allow up to 7 business days for approval and processing. Please plan accordingly.
- All fees must be paid in full at the time of booking. Dates will not be held in reserve over the phone.
- Non-profit organizations are required to submit proof of their status and proof of liability insurance at the time of application.
- Application and fees are to be submitted to the Office of the Town Administrator.
- *Please submit two checks – one for the use fee and one for the security deposit. Make checks payable to the “Town of Grafton”*

Applicant: Name of Organization: _____

Website (if applicable): _____

Name (please print) _____

Address _____

City _____ State _____ Zip _____

Home Phone: _____ Cell Phone _____

Email Address: _____

Purpose for Request: _____

Name of Person in Charge the Day of the Event _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Date Requested:

First Choice _____ from _____ to _____

Second Choice _____ from _____ to _____

Anticipated Number of Guests / Attendees _____ Admission Charge Per Person _____

Reason Money is Being Raised _____

Request for Animals:

_____ No _____ Yes; I have read Article 12, Section 11B of the General Bylaws and will make application through the Office of the Town Administrator prior to the event.

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Use of Outside Services and Equipment – please check off all that apply to your event:

_____ Vendor, Food (list) _____

_____ Vendor, Other (list) _____

_____ Other (list): _____

By signing this Use of Facilities form, I agree to the rules stated and agree to be responsible for the activity and function stated on this form. I understand that I am responsible for enforcing these rules and making sure that grounds are clean after we are done. Failure to do so will result in loss of future reservations privileges and/or security deposit. I understand that the Town reserves the right to change, alter, or cancel this reservation as a result of maintenance issues, scheduling conflicts, or natural disasters beyond its control.

Signature of Applicant _____ Date: _____

FOR OFFICIAL USE ONLY

Date(s) available: Yes _____ No _____ Which Date Approved: _____

Proof of non-profit status submitted: _____ Proof of liability insurance submitted: _____

Facility Request: Approved _____ Denied _____

Requested Facilities	Fee	Total Due
Town of Grafton Governmental Organizations	No Charge	
Use of Park Grounds & Bandstand – Town of Grafton residents and non-profit organizations	\$50.00 per day plus \$100.00 security deposit*	

***Please submit two checks – one for the use fee and one for the security deposit.
Make checks payable to the “Town of Grafton”.***

Office of the Town Administrator
(Name of Signer - please print)

Signature

Date

Copy Distribution

Original :Applicant

Police

Board of Health

Parks & Cemeteries

File

Revised 7/2/2014



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GRAFTON COMMON USE OF FACILITIES RULES AND FEE SCHEDULE

PURPOSE

To coordinate the efficient use of the Grafton Common located in Central Square by Town of Grafton residents, Town of Grafton Governmental Organizations and Non-Profit Organizations.

FEES

- Town of Grafton Governmental OrganizationsNo Fee
- Use of Common – Town of Grafton Residents & Non-Profit Organizations..... \$50.00 per day plus a \$100.00 refundable security deposit

*** Security Deposits will be refunded after a post-event inspection has been conducted and no damage has been found. Cost for damages or failure to clean up trash beyond the security deposit will be assessed and billed to the Applicant. Please submit two checks – one for the use fee and one for the security deposit. Make checks payable to the “Town of Grafton”.*

GENERAL RULES

- 1) **Eligible Applicants:** Use of the Grafton Common grounds and facilities are available to residents of the Town of Grafton and non-profit organizations. Non-profit organizations must provide proof of their active non-profit status and proof of their liability insurance in order to be eligible for consideration. The use of the grounds and/or facilities for personal profit is prohibited.
- 2) **Availability:** The Common is available for use during the spring, summer and fall seasons (approximately April 1st through November 1st). Use during the winter season may be allowed at the discretion of the Office of the Town Administrator based on weather conditions and other seasonal factors. The Town reserves the right to use the Common for town-sanctioned activities during the off season (i.e. Grafton Celebrates the Holidays). The Common is generally available for booking between the hours of 9:00 a.m. and 9:00 p.m.
- 3) **Priority Use:** Only one group may schedule the Common grounds and facilities at a time. Multiple bookings will not be allowed. A group with an approved Use of Facilities form has priority over a group that does not.
- 4) **Use of Facilities Application:** To request the use of the Common you must fill a “Grafton Common Use of Facilities” form. Completed forms and fees must be returned to the Office of the Town Administrator. Incomplete applications and / or non-payment of fees will not be considered. All requests will be honored on a first come, first served basis. All Town of Grafton Government activities and events will take precedence over other applicants.
- 5) **Acceptable Activities** allowed at the Common include but are not limited to private functions, special events; various civic, art and performance events; concerts and farmer’s markets. No sports activities will be permitted on the grounds of the Common.
- 6) **Time In and Time Out:** Do not arrive earlier than or stay after the permitted time.

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- 7) **Rain Dates** will not be booked in advance. Call and reschedule if you are rained out within two (2) business days.
- 8) **Non-Transferrable:** Approved groups or individuals may not give their permitted time to another group or individual. All changes must be done through the Office of the Town Administrator.
- 9) **Fires and Gas Grills:** Open fires of any type are not allowed on the Common at any time. Gas grills by private residents are not permitted. However they will be permitted only when operated by a vendor who has the appropriate permits (see below).
- 10) **Public Safety:** large events may require the use of a police detail to direct traffic and provide for the general safety of the public. The Applicant shall be responsible for securing and paying for a police detail if it is deemed necessary by the Town of Grafton.
- 11) **Request for Animals:** All Applicants must adhere to the Town's General Bylaw with regards to animals or vehicles on the Common (see Article 12, Section 11B – Animals or Vehicles In or Upon Public Areas). Requests for animals for events must be processed separately through the Office of the Town Administrator.
- 12) **Vendors:** must have valid permits from appropriate departments to operate on Town property. This is particularly important if food is to be served at an event where the public is invited.
- 13) **Additional Permits:** depending on the activity or event any number of additional permits may be required. The Applicant is responsible for obtaining and paying for these permits.
- 14) **Signs / Balloons / Tents** – Signs or balloons may not be affixed to trees or structures and are not allowed. No tent stakes or other items to be put in the ground are permitted without permission.
- 15) **Alcohol or Glass Containers:** none allowed.
- 16) **Parking** is allowed in designated areas only. No loading or unloading along undesignated areas of the Common.
- 17) **Trash removal** after the event is the responsibility of the applicant and/or organization. It is also their responsibility to leave the grounds and facility in a neat and clean condition.
- 18) **The Town of Grafton reserves the right:**
 - a. to refuse use of the grounds and/or facilities to any group if the proposed activity is deemed to be a "high damage" risk.
 - b. to refuse use of the grounds and/or facilities based on a history of past damage caused by an applicant and/or group.
 - c. to deny or limit the use of the grounds for the purposes of maintenance and rehabilitation of the grounds. In addition, the use of the grounds may be cancelled by the Town in the event of a heavy rain event that causes the grass to become at risk for high damage.
 - d. to deny an application or cancel an event due to natural disasters or scheduling conflicts beyond its control.
- 19) **Damages:** The applicant and/or group is responsible for reporting any damages immediately to the Office of the Town Administrator and for reimbursing the Town for damages to facilities and / or grounds.